

PERSONNEL POLICY
Fauquier County, Virginia

Policy Title:	Section No.:	Effective Date:
Departmental Safety Committee	20	2/13/87
		Supersedes Policy:
		12/1/86

I. COMMITTEE ESTABLISHMENT

~~Each department and Constitutional Office shall establish and maintain a Department/Office Safety Committee chaired by the Department Head/Constitutional Officer, or in his/her absence, by his/her appointee. The Department Head/Constitutional Officer is responsible for the overall safety of their employees and shall utilize the Departmental Safety Committee in an advisory nature in carrying out the following responsibilities.~~

II. RESPONSIBILITIES

- ~~A. Prepare and disseminate to all employees, the written safety and health standards departmental personnel are to follow.~~
- ~~B. Conduct surveys and evaluations of all departmental work areas with a positive view of eliminating hazards, thereby preventing accidents or injuries.~~
- ~~C. Conduct surveys and evaluations concerning the conditions of safety of tools, equipment and facilities with a positive view of eliminating hazards, thereby preventing accidents or injuries and assuring compliance with the provisions of the Virginia Occupational Safety and Health Act.~~
- ~~D. Conduct necessary training to assure employees know, understand, and practice all known safety measures and procedures.~~
- ~~E. Assure that supervisors constantly check and properly supervise the practice of all known safety measures and procedures.~~
- ~~F. Should accident or injury occur, make comprehensive study and evaluation to determine cause, determine responsibility and take corrective or disciplinary actions.~~
- ~~G. Completely disseminate throughout the department, information surrounding accidents or injuries with the view of informing employees of causes so that this knowledge may prevent a recurrence.~~
- ~~H. Relay information surrounding departmental accidents or injuries and actions taken to the Executive Safety Committee for further dissemination.~~
- ~~I. Listen to suggestions that employees make about safety, and report them to the Committee.~~
- ~~J. Pursuing the study of safety by talks, films, and other educational activities in Committee meetings.~~
- ~~K. Furnish the Safety Coordinator copies of investigative reports of all accidents—auto or bodily injury—involving compensable losses.~~

III. COMMITTEE MEETINGS

~~Departmental Safety Committee meetings shall meet quarterly, or as often as the need arises, to carry out its defined responsibilities.~~